

- Select a sort order through the Data Field Options dialog for the appropriate row or column field (Figure 264).

Select sort order from drop-down menus on each column heading

The simplest way to sort entries is to click the arrow on the right side of the column heading for a row or column field, and select one of the three sorting options (Figure 281):

- Sort Ascending
- Sort Descending
- Custom Sort

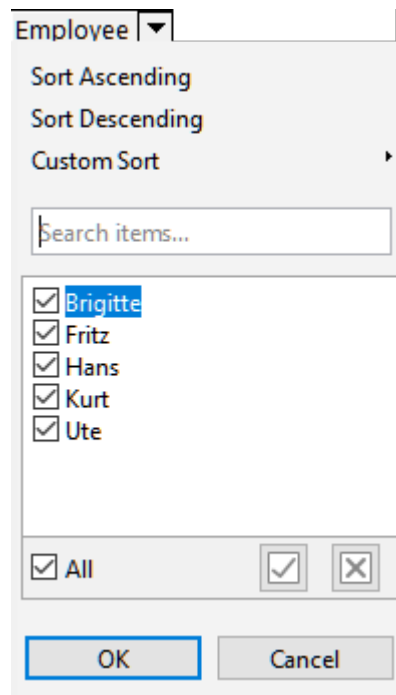


Figure 281: Column sorting and filtering dialog

Selecting the **Custom Sort** option sorts according to one of the predefined custom sorts defined in **Tools > Options > LibreOffice Calc > Sort Lists**. See Chapter 2, Entering, Editing, and Formatting Data for more information about creating and using sort lists.

This dialog also provides facilities for simple filtering of the data in the pivot table. Check the required individual boxes to select the data displayed in the results of the pivot table. Options are provided to show all, show only the current item, or hide only the current item. Click **OK** to activate the selected filtering. Once filtering has been carried out, the color of the arrow changes from black to blue, and a small square of matching color is added to the bottom right of the arrow button (Figure 282).

Sum - Sales Value		Category			
Region	Employee	Golf	Sailing	Tennis	Total Result
East	Brigitte	\$5,822	\$2,135	\$4,872	\$12,829
North	Brigitte	\$3,814	\$10,151	\$3,985	\$17,950
South	Brigitte	\$5,151	\$4,432		\$9,583
West	Brigitte	\$12,174	\$7,704	\$8,864	\$28,742
Total Result		\$26,961	\$24,422	\$17,721	\$69,104

Figure 282: Arrow color change and indicator square on column heading